

# Checklist

## BEFORE YOU LEAVE HOME:

- Prepare your pre-opening activity.
- Wear your uniform.
- Review agenda and practice your presentation.
- Take a pocket calculator, 20-30 pens and/or pencils, change (both bills & coins) and masking tape.

## WHEN YOU ARRIVE AT THE LOCATION

- Organize your materials and set up room properly.
- Check with other school team members (including Unit Leaders) on their part of the program.
- Post your Pack organizational chart.
- Assist Pack and Unit Leaders with their displays.
- Organize your pre-opening activity.
- Station yourself or other Roundup Team members at the door to distribute materials and welcome families.
- Keep boys and parents in assigned room.
- Boys and parents should sit together by grade.

## THE GENERAL PRESENTATION

- Present opening ceremony by Pack (optional).
- Introduce yourself and welcome everyone
- Introduce other recruitment night Team Members and Unit Leaders. Begin promptly.

## ROUND UP SUPPLIES CHECKLIST

- Agenda, pack calendar.
- Table tents, displays, name tags.
- Attendance forms, pens, calculator.
- Extras (applications, magazines).
- Change for fees (dollars and coins if needed).
- Masking tape to hang decorations.
- Envelope for applications and money.
- New Scout packets.
- Parent Guide, Mini Boys' Life Magazine, Gathering Activity, Parent Talent Survey, Uniform Inspection Sheet.
- Youth Applications.

**CONGRATULATIONS ON AN AWESOME  
RECRUITMENT NIGHT!**